

**POLICE TECHNICAL SERVICES SUPERVISOR**

**DEFINITION**

To supervise, schedule, coordinate, and oversee the operations of the technical services unit of the Police Department; direct dispatching of police, fire, medical, animal control, and other personnel and equipment; perform administrative and technical duties; and to provide responsible technical support to the division commander.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Support Services Division Commander.

Exercises direct supervision over assigned personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Plan, prioritize, assign, supervise, and review the work of assigned personnel; perform employee evaluations; recommend disciplinary actions.

Provide technical support services and activities including communications, animal control, evidence collection and storage; understand and implement policies and procedures.

Recommend and assist in the implementation of goals and objectives, establish schedules and methods for providing technical support services; implement policies and procedures.

Participate in the selection of technical services staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.

Manage the department's computer records system and maintenance of records and files; preserve, store, and properly handle evidence and property; develop procedures to collect and dispose of evidence, narcotics and weapons.

Report to crime and accident scenes to collect and photograph evidence; maintain equipment related to crime scene collection including darkroom, cameras, and fingerprinting kits; write preliminary and follow-up reports; testify in court.

Oversee and participate in receiving emergency calls for police, fire, medical, animal control or other emergency services; maintain contact, status, and location with all units on assignment.

Supervise the City's animal control program; ensure that the program is administered in compliance with federal, state, and local laws pertaining to the care, control, and licensing of animals.

Coordinate and cooperate with outside agencies, other law enforcement agencies, and organizations to provide information or assistance as needed.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

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Represent the City and the Police Department in a courteous, professional manner.

Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Operations, services and activities of public safety communications.

Operation of modern public safety receiving and transmitting communications equipment.

Principles, practices, and techniques of modern evidence collection, storage, and disposal.

Operations, services and activities of an Animal Control Program.

Principles and practices of modern animal control techniques.

Principles and practices of supervision, training, and evaluation.

Rules and regulations of Federal Communications Commission.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Plan, assign, supervise, and evaluate the work of assigned support personnel.

Analyze situations correctly and adopt quick, effective and reasonable courses of action with regard to surrounding circumstances.

Operate public safety communications equipment; operate and maintain equipment related to evidence collection, storage, and disposal.

Gather, assemble, analyze, evaluate and use facts and evidence; demonstrate keen powers of observation and memory.

Select, train and instruct assigned personnel.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Understand and act in accordance with City and Police Department policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.

**Meet the following physical and mental requirements:**

Mobility to work in an office and while performing field work.

Lift and carry weight of 30 pounds or less.

Walk, stand or sit for long periods of time, including driving.

Strength and stamina to perform required duties.

Vision to read materials and a computer screen.

Write or use keyboard to communicate through written means.

Hearing and speech to communicate in person or over communications equipment.

Know and understand all aspects of the job; analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe, problem solve operational and technical policies and procedures.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four (4) years increasingly responsible experience in public safety communications.

**Training:**

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Equivalent to completion of the twelfth grade. Successful completion of sixty (60) semester units from an accredited college or university in criminal justice, law enforcement, police science, public or business administration, or a related field.

**License or Certificate**

Possession of a valid State of California driver's license.

Possession of a POST Public Safety Dispatcher Certificate.

Possession of, or ability to obtain, a POST Civilian Supervisor Course Certificate.

Possession of a POST Penal Code Section 832 Course Certificate.

***This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.***

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